

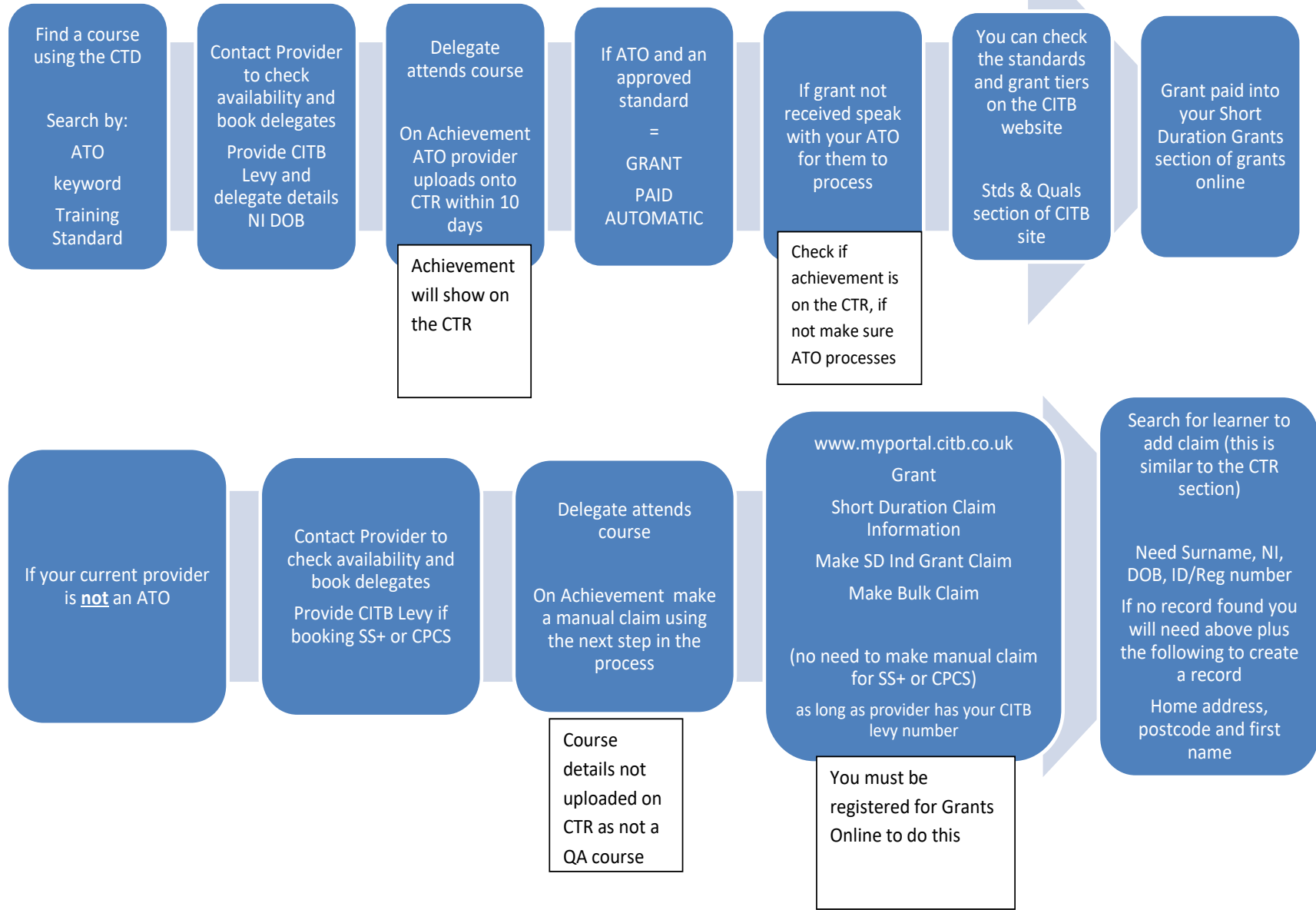
CTD – Construction Training Directory

CTR – Construction Training Register

ATO – Approved Training Organisation

	Grant
Tier1	£30
Tier2	£70
Tier3	£120

## Finding a short duration course and claiming the grant for achievement



## The Whole Process will only work if.....

Your Levy return and payments are up to date

You have given your bank details to CITB

You have registered for Grants Online

You give your CITB Levy number to the provider

You regularly check the Authorise Automated Claim section under Grants

This section will include Apprenticeship Attendance & Achievement Grants - you need to action!

Make sure you are claiming other available grants that are not short duration

These can include:  
NVQ  
Achievements  
BTEC,HNC,HND  
Apprentice YNET  
S&T Fund

## To improve the Whole Process can you.....

Encourage your Training Providers to become an ATO

If you deliver in-house training that fits to industry standards you need to register as an ATO to be able to claim grant

You do not need to load your courses on the CTD

Ask your ATO to make sure they are listing all the courses they have available on the CTD

Make sure providers have relevant candidate info to upload on to the CTR

If you think a standard is missing - suggest a course via CITB website

If you have any issues with the quality of provision report this to CITB